

RMA Operations Committee Action Log

Date	Action Items	Person Assigned	Due Date	Follow-Up	Completed Date
4/6/06	S-520 Mentoring process - have defined objectives	Dave Carter	5/6/06	from 1/19/06 - Dave Clements will ask Dave Carter to complete this task.	
4/6/06	Come up with a standard configuration of size and equip for an office trailer for Kermit and Diana for Eatis	Steve E	5/6/06		5/1/2006
4/6/06	Come up with a standard configuration of size and equip for an air ops trailer for Kermit and Diana for Eatis	Sherry	5/6/06		5/1/2006
4/6/06	Put the updated letter from RMCG on cross training between IMTs and FUMTs on the RMC web page	Dave Clement	5/6/06		
4/6/06	Make IMT pamphlets	Ken	6/1/06		
4/6/06	Availability of EFS-4 Training	Dave Clement	4/6/06		ongoing
4/6/06	Make sure stuff on the web is final draft info.	Debbie	5/1/06		
1/19/06	Update team & team member performance section in the ops guide, pg 18.	Ken, Pete, Hoss	3/15/06		4/6/06
1/19/06	National FEMA Liaison for Spring Mtg - Mike Daugherty	Dean	RMCG 1/06 mtg	ask Dean at RMCG mtg	didn't happen.
1/19/06	S-520 Mentoring process - have defined objectives	Dave Carter	4/6/06	ask Dave to complete that task 4/6/06	4/6/06
1/19/06	Confirm S-420/520 process with Training Committee	Kim Bang	4/6/06	from 10/2/03	4/6/06
1/19/06	Letter to FSC's (to encourage people to participate)	Ken	4/6/06	from 4/5/2004	cancel, it is a non issue at this time
1/19/06	Charter & Contact List on Web	Dave, Deb	3/1/06	from 4/5/2004 (after charter is ok'd by rmcg at 1/06 mtg)	Done
1/19/06	Availability of EFS-4 Training	Dave	4/6/06	ongoing	4/6/06

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1/19/06	Ops Guide Modifications	ops comm, Deb	3/15/06	rmcg needs to approve	Done
1/19/06	Issue Paper (Taskbooks and WFU/Wildland Fire assignments) Add Plans to this.	Ken, Dave	4/6/06	from 10/5/2005	4/6/06
1/19/06	Print or find more IMT pamphlets	Dave	4/6/06	Jim K may have template	1 package left in existence.
10/6/05	Write 2nd letter for RMA out of area team participation	Pete	10/12/05		Done
10/6/05	Recommend RMCG letter from agency heads supporting team nominations and participation	Steve	10/6/05		Done
10/6/05	Recognize people through RMCG for signifcant contributions made	Steve	10/6/05	Steve presented at CYS meeting, will bring it up at the Sydney meeting 1/25/06	Done
10/6/05	Print more IMT pamphlets	Steve	Due 1/06		moved to 2006
10/6/05	National FEMA Liaison for Spring Mtg - Mike Daugherty	Dean	RMCG 1/06 mtg	ask Dean at RMCG mtg	moved to 2006
10/6/05	Notify Rocky Basin Incident Business Mgmt Committee that Jim and or Pete will fill requested Ops Committee role.	Steve	10/5/05		Done
10/6/05	Issue Paper (Taskbooks and WFU/Wildland Fire assignments	Ken	10/12/05	Paper complete - Chair to provide recommendations to RMCG	Done
1/1/05	Cover letter for IC letter to RMCG	Hoss	1/28/05		Done
1/1/05	Type 3 Org Quals Issue Paper	Dick	1/20/05		1/20/05
1/1/05	Change in S-420/520/620 Nom	Jim K./Steve E.	1/28/05	Discuss 10/06	10/6/05

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1/1/05	Add trainee list development to Recurring Action Log	Sue	1/28/06	Priority trainee list for mob guide	1/28/05
1/1/05	Trainee list for conference call	Pete	1/28/06	Pete assemble's list	Done
1/1/05	Conference Call - trainee list	All	2/15/06	Recurring annually, put on that list	Done, put on recurring annual list
11/1/04	National FEMA Liaison for Spring Mtg - Mike Daugherty	Jim	Due 4/05	recurring	Done
11/1/04	Availability of EFS-4 Training	Jim	Due 12/05	Need further discussion 01/06	moved to 2006
11/1/04	520 Mentor/Mentee Checklist for IMT's (Ops Guide & T1 SOG's)	Brian/Jim	Due 3/05	Tie in with Jim	Done
11/1/04	2005 IMT Recruitment Pack	Pete	Due 11/04		Done
11/1/04	Ops Guide Modifications	Hoss	Due 11/04		Done
11/1/04	Gov Driver's License Issue Paper for interagency clarification	Jim	Due 1/05	National Office looking at it.	Done
11/1/04	Defensive Driving Course Schedule/Notification	Jim	Due 1/05	Open-ended	Done
11/1/04	Kelton Needs Analysis Model to Training Committee	Ken	6/27/05		Done - Does not exist any more
11/1/04	2005 Cache Draft Operating Plan to Sherry/Ken for review	John R. & Jim	1/1/05		Done
11/1/04	Mob Guide Revisions to Jim F.	All as assigned	Due 3/05		Done
11/1/04	Delete RX Fire from Priority List	Hoss	Due 1/05		Done
11/1/04	Issue Paper to set up review team to explore & ID issues of local area cache needs/area needs	Sherry	1/1/05	RMK Operating Plan	Done
11/1/04	Notify Rocky Basin Incident Business Mgmt Committee that Jim and/or Pete will fill requested Ops Committee role. (Steve alternate)	Hoss	Due 12/04	What is status? Copied to 10/05/05	Done
11/1/04	RMCG issue paper for use of Arizona task book to measure performance	Dick	Due 1/04		Done

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11/1/04	Evaluation of S-420 Step 2 as to why not followed			Discuss 10/06	10/6/05
11/1/04	Issue paper to evaluate use of S-320	Marc & Shawna		developed training	Done
4/5/04	Letter to FSC's	Ken	4/30/04		moved to 2006
4/5/04	Duty Officer Rotation to RMC	Hoss	4/30/04		Done 4/04
4/5/04	Follow up on S-520 Candidates	Sue	4/30/04		Done 4/04
4/5/04	Out of Area IMT Participation Issue Paper	Jim	10/1/04	Tie in with Jim	Done
4/5/04	Charter & Contact List on Web	Sue	4/30/04		moved to 2006
1/15/04	Powerpoint for RMCG mtg	Ken/Hoss/Pete	2/29/04		2/27/04
1/15/04	Issue paper for IMT equipment needs	Bill G.	1/20/04		1/20/04
1/15/04	Rotation for Duty Officer	All	4/5/04		4/5/04
1/15/04	Duty Officer Role to RMC	Sue	2/15/04		2/15/04
1/14/04	IMT Lists to RMC	Pete/Sue	2/15/04		2/1/04
1/14/04	Issue Paper - additional team positions	Ken/Dick	1/15/04		1/15/04
1/14/04	Maintain IMT database	Pete	Fall Meeting	Agenda Item	done, moved to recurring action log
10/2/03	Change wording in S-420 and S-520 selection process	Ken	10/15/03		10/6/03
10/2/03	Confirm S-420/520 process with Training Committee	Sue	10/21/03		10/9/03
10/2/03	Assign mentors to S-520 Candidates	All	After NARTC acceptance	4/5 Waiting for NARTC	Done
10/2/03	Add Ops Comm Link to RMC web page	Sue	10/30/03		10/30/04
10/2/03	Mob Guide reference on use of AOBD	Jim F	1/14/04	4/5/04 Confirm complete with Jim	Done
10/2/03	Finalize IMT Brochure, determine Steinke's assistance	Dick, Shane, Pete, Hoss, Jim K.	4/1/04		4/5/04

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10/2/03	Scope trainees	Marc, Pete, Steve	1/14/04		1/14/04
10/2/03	IMT Survey Form	Hoss	1/14/04		1/14/04
10/2/03	FSC pre-season commitment	IC's	4/1/04		2/1/04
10/2/03	Letter to potential FSC's	Dick	1/14/04	Sent to Ken	10/30/03
10/2/03	Contact other Geog area coord groups for FSC participation	Jim K.	4/1/04		10/10/03
10/2/03	Mob guide reference for filling IMT vacancies (ch 20)	Hoss	1/14/04		1/14/04
10/2/03	Mob guide revisions	Various	1/14/04		2/14/04
10/2/03	IHC Certification process distributed	Sue	11/1/03		10/17/03
10/2/03	IHC preparedness schedule	Shane	4/20/04 (revised from 3/1/04)	4/5 Shane waiting for info	Done 2003
10/2/03	IHC preparedness review participation	TBD	Due 4/05	4/5/03 Shane waiting for info	Done 2003
10/2/03	Issue paper for separate IMT Committee	Jim K.	10/10/03		10/10/03
10/1/03	List of Chair responsibilities	Ken	1/14/04		1/14/04
10/1/03	IMT Mission Statement	Marc/Pete	1/14/04		1/14/04
10/1/03	Redbook update - IMT Evaluation Form	Ken		4/5/04 Confirm complete with Ken	Done
10/1/03	FAST Report Lessons Learned	Jim K.	10/10/03		10/10/03
10/1/03	Issues & Projects for RMCG	Ken	10/15/03	4/5/04 Confirm complete with Ken	Done
10/1/03	Role & Responsibility for Duty Officer	Ken	1/14/04		1/14/04
10/1/03	IMT Recruitment Form & Letter	Pete	10/15/03	Draft 10/7/03	10/15/03
10/1/03	Add Cache Op Plan Review to Annual Recurring Log	Sue	11/1/03		10/9/03
4/1/03	Process for Ops Comm to participate in IHC Preparedness Reviews	Ken/Shane	TBD		4/12/03

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4/1/03	Panel for SJ IHC Certification	Dave, Don, Shane, Kelley, Ted, Marc	4/11/03	Draft 4/7/03	4/12/03
4/1/03	Log for Annual, Recurring Items	Ken/Sue	4/15/03	Draft	4/14/04
1/8/03	Business Plan Outline	Shane	2/14/03		3/28/03
1/8/03	Update Charter	Sue/Ken	2/15/03		2/6/03
1/8/03	Business Plan Task Force	Hoss	6/30/03		Done
1/8/03	Business Plan Draft	Shane/Ken	5/15/03		5/1/03